

FAN PHOTO FROM BENJAMIN TOMASZEWSKI

2018 HIGHLIGHTS

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Our Vision:

“Manistee is a safe and positive community to live, work, and play.”

Strategic Mission:

“To continue to encourage a rich heritage of successes in industry and business while continuing to enhance our vibrant residential character.”

Our Purpose:

“To protect the health, safety, and welfare of citizens in order that all may prosper, enjoy, and partake in a vibrant waterfront community that many will be proud to call home.”

Three Year Strategic Goals (SG#)

1. Economic Development and Jobs.
2. City Infrastructure.
3. Beaches, Parks and Recreational Areas.
4. Financial Stability and Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness and Senior Citizens.

A MESSAGE FROM THE CITY MANAGER

The Highlights serve as an excellent time of reflection. Too often we live in the instant and fail to take the time to remember what has been accomplished. Committing to paper allows Council, Staff, and the Community a quick snapshot of the projects completed this year and how they relate to Council's Strategic Goals.

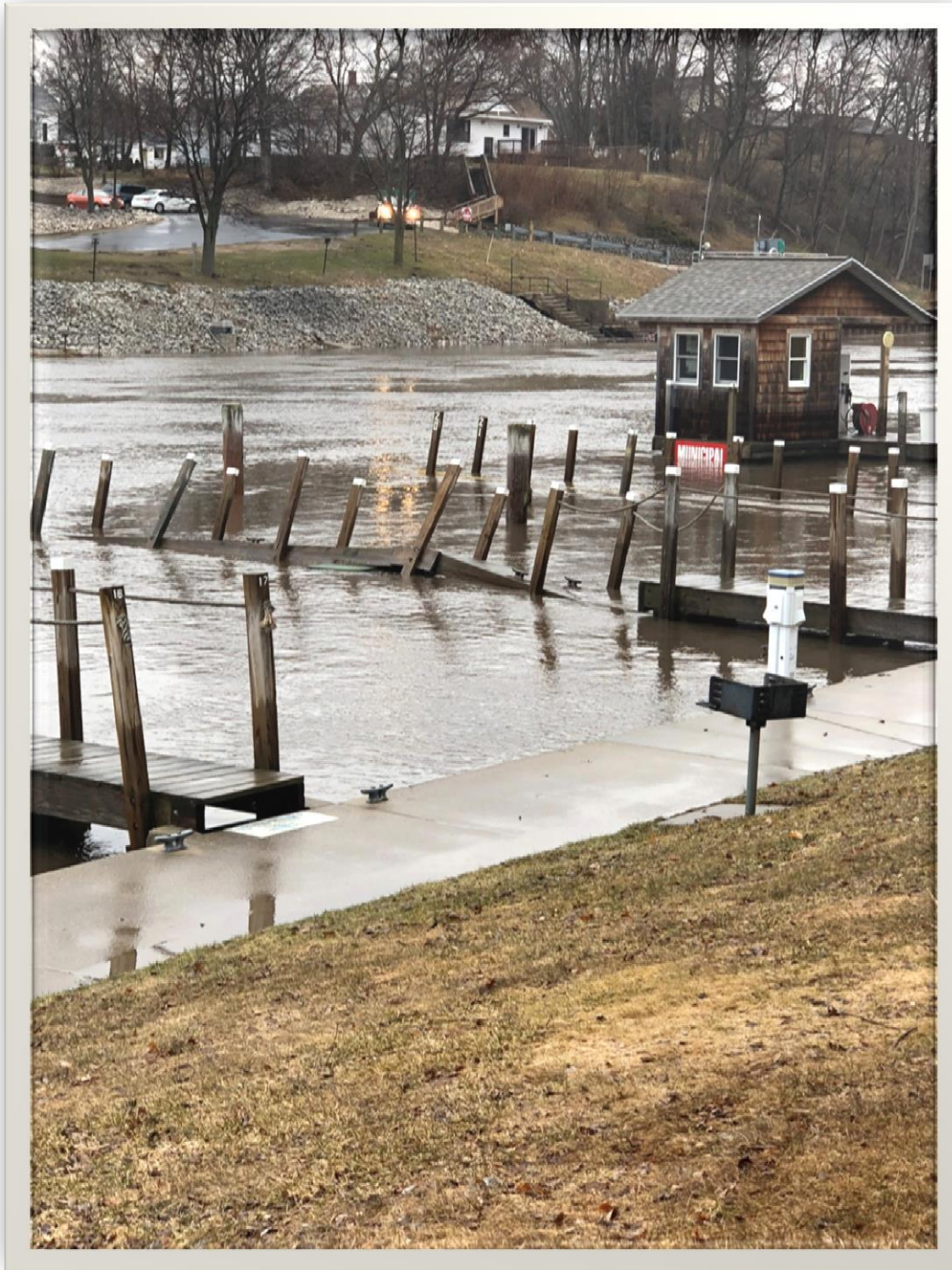
While each entry in the booklet is important, I would like to focus on three. First, the City continues to work diligently to eliminate our final Sanitary Sewer Overflow (SSO) into Manistee Lake. As part of the project we've lined about 11 blocks of the sanitary sewer system mains, lined 9 manholes, and more is anticipated. The lining acts as a new main or manhole and will last more than 50 years. Not only are we eliminating the SSO, we're taking care of very old and decrepit infrastructure at the same time.

Second, our Planning and Zoning Director retired in August. Rather than hire another employee for that position, the City decided to contract with Manistee County for planning and zoning services. Since September 1 Manistee County Planner Rob Carson and his staff became responsible for planning and zoning responsibilities in the City and also serve as liaison to our Planning Commission, Historic District Commission, and the Zoning Board of Appeals.

Third, the City was selected by the State of Michigan as a Project Rising Tide community, one of ten communities to receive the designation. The program started with a kickoff event in August that was attended by Governor Rick Snyder and representatives of various State departments. Project Rising Tide helps designated communities focus on economic development and provides resources to assist in improving the economic development climate in the community. The Project Rising Tide Steering Committee will determine the focus for economic development initiatives.

Special thanks to all of our employees. Without their daily efforts we could not have realized these outstanding accomplishments. All in all, it's a great time to live, work and play in Manistee.

Thad N. Taylor, City Manager



APRIL STORM – SEICHE EVENT

CONSTRUCTION

1. Awarded a contract to Topline Electric to build and install a new control panel for the Cherry Street lift station in the amount of \$39,510. Project was completed in late September. **SG#2**
2. Contracted with Quality Maintenance Contractors to paint the secondary digester. Digester was cleaned following the spring sludge hall. Approximately 1.1 million gallons of bio-solids were land applied in June. Painting followed with the final inspection in early August. Donated 26,000 gallons of activated sludge for the new Walkerville plant startup. Work was completed for a final contract amount of \$78,816. **SG#2,5**



STORAGE DIGESTER COVER

3. Approved a contract with Swidorski Brothers Excavating to reconstruct a sewer main on Twelfth Street from Ramsdell to Kosciusko in conjunction to improve the outlet and provide a tie-in

for the new Filer Township wastewater collection system. City provided bypass pumping for the project, saving approximately \$40,000 in project cost. Work was completed for a final contract amount of \$121,250. **SG#2,5**

4. Wastewater and Stormwater Asset Management Plans – 1.9 million dollar grant. The City completed the three-year long program in November 2018. These plans were funded by the MDEQ's SAW program. Some of this work included the inventory of the City's wastewater and stormwater systems, scanning of all wastewater and stormwater plans, televising sanitary and storm sewers, scanning of storm and sanitary manholes, providing a condition assessment of this infrastructure, including pump stations and the WWTP, identifying consequences and the risk of failure of these facilities, identifying projects needed to improve the infrastructure prioritized by risk, a full update of the City's wastewater and stormwater Graphical Information System (GIS) including links to scanned plans, sewer televising data, manhole scans and reports, and condition ratings, and preparation of an asset management report summarizing the findings. **SG#2**
5. 2018 Street Improvements – The Transportation Improvement Program (TIP) was updated as part of the 2018-2019 budget. Bids were received in March to complete 0.92 miles of street work. Contract awarded to Elmer's Crane & Dozer in the amount of \$209,947.60. The contract included sections of Birch Street, Seventh Street, Lexington Street, Short Street, Sixth Avenue and Ninth Street.

Change Order #1 – an additional 1.05 miles of roadwork in the amount of \$176,605 from property sale proceeds. The work included Eleventh Street (Center to Davis), Tenth Street (Davis to Vine), Center Street (Ninth to Eleventh Street), Ford Street (Fifth Avenue to St. Mary's), and First Street (Cypress to Division).

2018 Street Improvements also included \$29,622 of additional minor paving and patch work throughout the City limits.

The State's FY 2018-2019 budget includes additional street funding for municipalities. The City's share will be \$97,000 that will be added to the \$200,000 from the Oil and Gas Fund (over and above the 4% spending rule) to complete a street reconstruction project in the 2019 season.

Received \$56,514.91 from the State of Michigan as the City's portion of \$175 million dollar one-time funding for road/street work. Used to add to the 2018 Street Improvement Plan work. **SG#2**

6. NPDES Permit Wet Weather Corrective Action Plan (CAP) and Basis of Design (BOD) – A CAP was prepared and submitted to the MDEQ late December of 2017 and was reviewed and approved by the MDEQ in the spring/summer of 2018. The purpose of the CAP is to reduce inflow and infiltration into the City's wastewater collection system and to eliminate untreated sanitary sewer overflows. Spicer Group was awarded a contract in the amount of \$772,000.

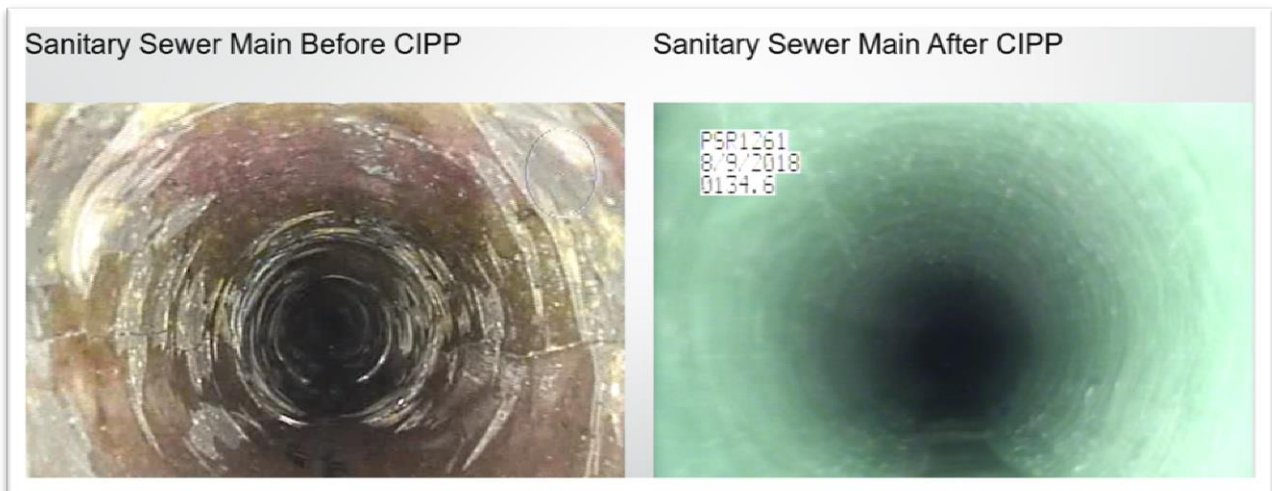
The wet weather CAP outlines all of the required steps and milestones necessary for field investigations, analysis, design, permitting, and construction of the necessary infrastructure to reduce inflow and infiltration into the City's wastewater collection and to temporarily store any excess flows so they can be treated by the WWTP when capacity is available.

The CAP required the preparation and submittal of a BOD to the MDEQ for the proposed project. The City is currently coordinating with the MDEQ on the BOD approval. The BOD includes the design assumptions for several construction projects including: sanitary sewer and manhole rehabilitation (pipe and manhole lining or spot repairs), a new sanitary sewer for conveyance, and improvements to the WWTP which includes above ground storage, pumping facilities, treatment, and disinfection to meet NPDES and CAP objectives. Funding of these projects will be primarily by low interest loans from the USDA-Rural Development Loan program. **SG#2**

7. Continued discussions with Morton and Dow regarding the purchase of property adjacent to the WWTP to construct storage tanks as part of the overall project to eliminate combined sewer overflows. Negotiations and environmental research continued through 2018. **SG#2**
8. USDA Rural Development – The City applied for and was awarded a low interest loan in the amount of 4.4 million dollars for a Phase I project. The Phase I project included sewer lining, manhole lining, sewer spot repairs, and storm sewer construction to reduce infiltration and possibly inflow into the sanitary sewer system. Council accepted the low interest loan in June and applied for a loan to fund Phase II in a not to exceed amount of 15 million dollars. The Phase II application will fund the construction of a new sanitary

sewer gravity main, pump station facilities, and storage and treatment facilities. The identified projects are part of the BOD submitted by the City in July to the Michigan Department of Environmental Quality to meet NPDES permit requirements. SG#2

9. Water main break on Ninth Street was easily isolated and repaired. The annual valve exercising program is starting to pay off. SG#2
10. M-55 Bridge Utilities – In 2020 MDOT will replace the M-55 bridge over the Manistee River due to structural concerns. A sanitary sewer force main and a water main serving the Oaks prison, Renaissance Park and the Bluffs development that are suspended from the bridge will be relocated as part of this project. SG#2,5
11. Pilot Slip Lining Project – A pilot project to slip line a portion of the pipes, manholes and sewer services identified as significant contributors to the City's sanitary sewer overflow (SSO) and are in poor structural condition was completed in the summer/fall of 2018. Awarded a contract to IPR Great Lakes, LLC in the amount of \$464,616.90; part of the City's Wet Weather Corrective Action Plan. Eleven blocks and nine manholes were rehabilitated with this project. The rehabilitation project is anticipated to extend the design life of the sewer and manholes by 50 years. Approximately 3,500 feet of pipe was lined. SG#2,5



MH Rehabilitation Before Lining



MH Rehabilitation After Lining



12. City crews completed annual sidewalk repairs and replacement. Completed City Hall sidewalk repairs, saving the City almost \$1,500. Quote from a private contractor was \$4,175, DPW completed the work at a cost of \$2,750. Working to address entrance issues around City Hall. Precision Saw Cutting will continue to address trip hazards in the spring. **SG#2**
13. Annual crack sealing program was performed in house this year. Equipment was rented from Alta Equipment. Materials were purchased and work continued in September/October. Due to equipment failures, this program will need to be completed in 2019. **SG#2**
14. Approved the bid from Swidorski Brothers in the amount of \$29,740 to install new primary sludge pump at the WWTP. Project was delayed until December as the parts were backordered. **SG#2**



REPAINTED DIGESTER BUILDING

15. DPW Leaking Underground Storage Tank (LUST) – Compliance, Inc. completed initial sampling in February, with follow-up sampling in April. New monitoring wells were installed in late summer to determine the next steps. MDEQ approved funding of up to 50% of eligible costs, up to \$50,000 from the MDEQ's legacy release program. A meeting with the DEQ will be scheduled once a final report has been received from the consultant. SG#2,5
16. Jerumbo Street Pump Station – Property owners and the MDEQ have had ongoing concerns with odor issues at this station. This system has been monitored for hydrogen sulfide levels within the waste stream. Hydrogen sulfide content is directly related to wastewater odors especially when wastewater is not allowed to aerate through high velocities and mixing; such as force mains. Ordered mitigation equipment in January and applied for Part 41 permit. Equipment was installed in July and put into operation. The air scrubbers significantly reduced the odors. SG#2,5

17. Conducted neighborhood meeting on October 23 for the Twelfth Street Reconstruction Project for that portion between US-31 and Maple Street to provide an opportunity for homeowners in and around the project to understand the project scope, timelines, etc. **SG#2**
18. Internal projects for the Facilities Manager: upgraded counters in the police department for more work space, installed new evidence locker system and room upgrades in the police department. Seeking quotes for bulletproof glass in the Clerk/Finance Office. **SG#2**
19. Began preparatory work for the 2019 Street Improvement Project: road cores, updated Asset Management Plan. **SG#2**



REPAINTED AERATION TANK HANDRAILS

Governance

1. 2018 - 2019 Fiscal Year Budget and Capital Improvement Plan: Budget continues to be challenging with more needs and initiatives than funds available.

Budget recommendations were published March 27 and introduced to the Council and public on April 3; met City Council's directives to achieve a balanced budget without using the City's general fund reserves. Work sessions and public hearing were held in April. Budget document adopted May 15, 2018 and includes a \$6,279,409 General Fund Budget. The City's taxable value increased by 1.1%. Millage was set at 17.7612 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 3.5% rate adjustment to water and sewer; charges established at \$3.03 and \$8.31 per 1,000 gallons respectively. Refuse monthly user charges were established at \$5.50, \$11.00 and \$16.50. **SG#4**

2. Approved quarterly budget amendments to address unanticipated or unbudgeted events or expenditures. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
 - 02/06/18 - #2018-1
 - 05/01/18 - #2018-2
 - 07/03/18 - #2018-3
 - 11/07/18 - #2019-1
3. Approved Downtown Development Authority Budget for 2018-2019 on May 15. **SG#5**
4. Anderson Tackman presented June 30, 2018 audit to City Council on December 4, 2018. **The audit shows a General Fund Balance of \$1,324,601; an increase of \$231,482.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards.

Audit Committee submitted their annual report to Council on 12/4/18 regarding the discharge of their duties and responsibilities.

Council entered into a five-year agreement, with optional three-year extension, with Anderson Tackman & Company, PLC for City and DDA auditing services. **SG#4**

5. Four Council seats were up for election in November. Candidates were: First District Dale Cooper, Third District Roger Zielinski, Fifth District James Smith and Michael Szymanski, and Seventh District Erin Martin Pontiac. At the Organizational Meeting in November, City Clerk Heather Pefley swore in Dale Cooper, Roger Zielinski, Michael Szymanski, and Erin Martin Pontiac. Council elected Roger Zielinski as Mayor and Lynda Beaton as Mayor Pro-Tem.
6. 2018 Elections: Primary Election August 7 and General Election on November 6. Clerk's Office completed required Public Accuracy tests.
7. City Manager provided quarterly updates on the 2018-2019 Strategic Plan to Council. SG All #
8. Participated in three-part visioning session with the Downtown Development Authority / MSU for core downtown area. Final plan presented May 14. SG#1, #5
9. Staff and Council attended the League of Women Voters Economic Development presentation January 25, 2018. Speaker was Mark Wyckoff, MSU. SG#1
10. Recognized the retirement of Thomas Kaminski from the position of County Controller/Administrator after 31 years of service and introduced David Kieft as his replacement.
11. Filer Township – Filer's sewer project held their final inspection on October 10. Billing for flows being coordinated. This project took more than 20 years to complete but will serve the Charter Township of Filer for many years and will encourage economic growth along the US-31 corridor. SG#2, #5
12. Manistee Township – Discussion continues on the sewer franchise agreement. SG#2, #5
13. Provided letter of support for Blacker Airport for participation in the Alternate Essential Air Service Program. SG#5
14. Assisted the Manistee County Council on Aging on their walking route signage. MCCOA will purchase the signs and the City will install the signs. SG#5

15. Renewed contract with Spicer Group for a three-year term to perform rental inspection services. **SG#6**
16. DPW Lead Person Brandon Prince and Deputy Treasurer Angela Rabb participated in the 2018-2019 Manistee Area Chamber of Commerce Leadership program; learning about their community; bringing awareness of trends, opportunities, challenges and issues that face Manistee County. **SG#5**

A product of the Chamber's Leadership 2017-2018 program was the Big Day of Serving on June 9 with more than 400 volunteers. Areas addressed in the city included:

- Painted wall at First Street Beach
- Cleaned up Riverwalk
- Cleaned up trash and debris at Arthur Street Launch
- Cleaned up trash and debris at First Street Launch
- Raked and gathered leaves at Red Szymarek Park
- North Riverwalk was cleaned, trimmed, and bricks were power-washed.
- Weather delayed staining Lighthouse Park until June 16.

Parks Lead Person Mickey McCann participated in the 2017-2018 program.

17. Provided letter of support for Little River Band of Ottawa Indians application for Rural Business Development grant. **SG#5**
18. County Prosecutor agreement expired December 31, 2017. Council took action to enter into a one-year agreement with Mika Meyers PLC to represent the City on criminal misdemeanor ordinance violations with a not to exceed amount of \$12,387.90 / \$215 hourly rate. **SG#5**
19. Council met with the League of Women Voters on March 9, allowing the LWV and the community to get to know Councilmembers and understand their vision and priorities for the City. Also conducted a meet the candidates on October 24 for City Council positions. **SG#5**
20. Continued work with the Grand Traverse Conservation District to treat invasive species along Veterans Oak Grove Drive and other areas in the City. Northwest Michigan Invasive Species Network applied treatment to eliminate Japanese Knotweed in and around the City and Phragmites at Man-Made Lake. **SG#5**

21. City participated in Chamber Business Expo on March 15. Cost of the booth space was \$150 and banner and other supplies cost approximately \$300. Focused on board and commission recruitment, applicants for summer and seasonal positions, election workers, voter registration, and general interaction with the community. SG#1,5



CHAMBER BUSINESS EXPO

22. Mayor Jim Smith, Mayor Pro-Tem Roger Zielinski, and Councilmember Dale Cooper attended the MML Capital Conference in March in Lansing. SG#5
23. Continued to work cooperatively with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth

Avenue Beach. Issued moratorium on beach cleaning when eggs hatched and City was only able to do spot cleaning. **SG#5**

24. Continued standing governmental meetings with representatives from the City, County, Manistee Township, Filer Township, LRBOI on a monthly basis. The meetings serve as an excellent exchange of information and helps facilitate intergovernmental cooperation. **SG#5**
25. City Manager appointed to the LRBOI Economic Development Corporation Board of Directors. Attended National Economic Development Conference as a member of this group. **SG#1,5**
26. The Mayor, Mayor Pro-Tem, City Manager, Public Safety Director, attended the annual County Regional Summit on September 13 at the Ramsdell Theatre. **SG#5**
27. In March, Thrillist Travel identified the most underrated city in each state. Manistee was selected for Michigan.
28. Morton expressed interest in acquiring City property in Filer Township to construct a pump house and to drill wells to extract chlorides. Negotiations continue in conjunction with the City's request to acquire property for the WWTP retention basin. **SG#5**
29. Continued to work with Manistee Area Public Schools to take corrective action on the blighted former school building on Sixth Street. MAPS cut the grass and weeds and boarded up the windows. Building demolition is the ultimate goal. **SG#5**
30. Mayor Jim Smith, Mayor Pro-Tem Roger Zielinski, and City Manager Thad Taylor attended the annual MML Convention held in September in Grand Rapids. Thad was the voting delegate and Roger was the alternate. **SG#5**
31. Participated in Chamber's Developers Day program in August. Invited sixty potential developers, five groups attended. An opportunity to meet community members and representatives from MEDC and local investors. Provided walking tour of selected development sites. **SG#1,5**
32. Upon the receipt of the Planning and Zoning Administrator's retirement notice; advertised in the News Advocate, MML website, Planning & Zoning News website, Michigan Association of Planning

website, City's website, and on Facebook. Eleven applications were received. City Administration changed direction and approved an agreement with Manistee County to move planning and zoning services to the County Planner's Office. Five-year contract with a five-year renewal clause was approved September 18; first year cost of \$70,000. SG#4,5

33. Ramsdell Regional Center for the Arts received a gift from the Julianne Scott Living Trust in the amount of \$16,304.66.
34. Deer Cull – Brought up again mid-summer. Previous consideration was dropped when the MDNR/USDA determined that there was no safe location in the City for an effective cull. The City's liability insurance carrier advised there would be no liability coverage if the City moved forward on their own. Continued to explore options with the Manistee Golf & Country Club for a possible cull location.
35. MML Liability Insurance renewal resulted in a 2% reduction of \$3,000 from the previous year. Achieved by increasing deductible liability from \$0 to \$5,000. SG#4
36. Participated in consultant survey for the Michigan Port Coalition to develop information on economic benefits associated with being a port community. Results will be used to leverage grants and funding. SG#1,5
37. Manistee was one of a handful of communities asked to participate in a survey by MSU and the Office of Great Lakes Water Restoration Research Team regarding how waterfront improvements impact the community.
38. Reduced the number of members for the Brownfield Redevelopment Authority to eliminate a quorum issue.
39. Held two work sessions with the DDA on a draft Tax Increment Financing plan in August and October. The draft plan is being reviewed by staff prior to holding a public hearing on the draft plan. SG#4,5
40. Ratified a four-year collective bargaining agreement with the International Association of Fire Fighters on September 4, 2018.
41. Authorized an extension to 12/31/20 for Consumers Energy to perform environmental testing at their former manufactured gas

plant at 30 Jones Street. Excavation and ISS work was halted in July when human remains were found. Phase I archeological survey began in September. Remediation continued until weather shut them down; will continue in spring of 2019. **SG#5**

42. Approved a new five-year service agreement with the Spicer Group to serve as the City's Engineer of Record.
43. Council discussed charging various groups for special event expenses incurred by the City in conjunction with these events. Staff updated the special event form and letters were sent in October advising of potential charges. A new requirement is that special event requests must be received by the City 90 days in advance of the event or risk cancellation by the Council. **SG#4**
44. In-depth review and discussion of the MERS retirement plan with City Council. At a MERS information meeting it was advised that the plan has a year-end rate of return of 13.40%; outperforming the 7.75% benchmark. After several work session discussions, Council took action to: **SG#4**
 - Adopted lower pension multiplier for new hires in the IAFF (2.8% to 2.25%).
 - Closed MERS Division 01-Nonunion to new hires, rehires, and transfers.
 - Approved an ICMA Defined Contribution plan for new nonunion and department head hires.
45. Approved four-year installment purchase contract for a loader.
46. Approved six-year installment purchase contract for a vactor.
47. Authorized Metro Act Right-of-Way permit extension for AT&T.
48. A Committee consisting of Kelly McColl, Lora Laurain, Kathie Boyle and Cindy Lokovich hosted a Mitten Tree at City Hall. The tree quickly filled with winter accessories. Toys for Tots and Choices of Manistee donation boxes were also hosted and filled by employee donations.
49. City continues to use social media like Facebook to inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. If you haven't already done so, please like our page!

Business Registrations:

- Best-N-Show – 214 Arthur Street
- Dairy Queen – 376 First Street
- Manistee Beverage Company – 401 River Street
- Living Solutions Center – 189 Ninth Street
- Relax Today – 324 First Street, Suite B
- Road Crew Galley – Mobile Food Kitchen
- Save-A-Lot – 160 Memorial Drive
- Shandy's Catering LLC – Mobile Catering / Food Trailer
- Steelhead Café LLC – Mobile Food Trailer
- Taco Bout It – Mobile Food Truck
- Road Crew Galley – Mobile Food Truck
- La Riviera Mexican Grill – 215 Arthur Street
- Manistee Bridal – 384 River Street
- Vagabond Café – Mobile Food Truck
- Diner 31 – 267 Arthur Street
- J. Catlett & Company – Hair Salon/Barbershop
- Café 1907 – 254 River Street
- Courage to Grow Counseling – 32 Filer Street

Parcel Splits / Combinations:

- Good Shepherd Church / Tom Amor – 303 Fifth Street
- Faith Covenant Church – From Parsonage to Church
- Floyd Yoder, 705 Davis Street to Roger Yoder, 225 Seventh Street

Bylaw Updates for:

- Brownfield Redevelopment Authority

Policies:

- None

Ordinance Amendments:

- 18-1 Chapter 866 – Medical Marihuana Facilities
- 18-2 Chapter 411 – Super Drunk Driving Law
- Z18-03 Zoning Ordinance – Medical Marihuana Facilities
- 18-04 Chapter 674 – Sidewalks
- 18-05 Peace Disturbances
- 18-06 Mobile Vending – No action
- Z18-07 Zoning Ordinance – Various Amendments

- 18-08 Chapter 1060 Refuse – Failed Sent to Ad Hoc Committee
- 18-09 Chapter 1024 – Sidewalks (Dogs on Riverwalk)

Resolutions:

- RES 18-01 Thanks and Appreciation – Michelle Wright
- RES 18-02 Thanks and Appreciation – Jim Polisky
- RES 18-03 Establish Application & Permit Fees for Medical Marijuana
- RES 18-04 Recognize Chamber as 501c6 Nonprofit for Raffle License
- RES 18-05 Thanks and Appreciation – Tom Kaminski
- RES 18-06 Street Addition Certification – Olga Street
- RES 18-07 Street Addition Certification – First Street
- RES 18-08 Street Addition Certification – Cedar Street
- RES 18-09 Street Addition Certification – Hadsell Street
- RES 18-10 Street Addition Certification – Reigle Street
- RES 18-11 Street Addition Certification – Division Street
- RES 18-12 Street Addition Certification – Second Street
- RES 18-13 Street Addition Certification – Webster Court
- RES 18-14 Street Addition Certification – Thirteenth Street
- RES 18-15 Decertification/Vacation – Hastings Street
- RES 18-16 Decertification/Vacation – First Street
- RES 18-17 Decertification/Vacation – Elm Street
- RES 18-18 Decertification/Vacation – Seventeenth Street
- RES 18-19 Decertification/Vacation – Harvard Lane
- RES 18-20 Street Addition Certification – Spruce Street
- RES 18-21 Thanks and Appreciation – APW Week and Day
- RES 18-22 Budget Adoption 2018-2019
- RES 18-23 Board of Review Alternate Dates for July and December
- RES 18-24 Authorize Pilot Drinking Water Supply Grant
- RES 18-25 Authorize Financing of Plow Truck
- RES 18-26 Armory Youth 501c3 Nonprofit for Raffle License
- RES 18-27 Class C Liquor License for Ramsdell Regional Center for Arts
- RES 18-28 Thanks and Appreciation – Denise Blakeslee
- RES 18-29 Authorize Financing of Vactor
- RES 18-30 Authorize Financing of Wheel Loader
- RES 18-31 Local Government Approval – Vogue Liquor License
- RES 18-32 Charitable Gaming – Chippewa 350 Club
- RES 18-33 Poverty Guidelines for Exemption from Property Tax 2019
- RES 18-34 Alternate Date for March Board of Review

Annual Council Authorizations:

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits.

- St. Patrick's Day Parade
- Catamaran Racing Association Event
- Parkinson Disease Awareness Month
- Ride of Silence
- Child Abuse Prevention – Pinwheels
- American Legion Poppy Sales
- Administrative Professionals Week and Day
- National Day of Prayer
- Forest Festival
- Memorial Day Parade
- Lions Club White Cane Sale
- Tight Lines for Troops
- Elks Excellence in Education Proclamation
- National Day of Prayer
- Ideal Kitchen Food Truck for Anniversary Celebration
- Banner Permit for Manistee World of Arts & Crafts
- Jaycees Beach Bash
- DDA TGIF Events
- VFW Buddy Poppy Campaign
- Strutt Your Mutt
- Catholic Parish Evangelization Walk
- Salt City Rock & Blues Laborfest
- DAV Forget-Me-Not Flower Sale
- Grapes on the River
- Suicide Prevention Walk and Video Presentation
- Manistee Rotary City Flag Sales
- Hops & Props
- MHS Homecoming Parade
- MCC Homecoming Parade
- Paint the Town Pink
- Victorian Sleighbell Parade & Old Christmas Weekend
- Boos, Brews & Brats



FAN PHOTO FROM ZACHERY PAWLOWSKI

COMMUNITY / ECONOMIC DEVELOPMENT

1. **Local Revenue Sharing Board:**

City of Manistee was the only applicant and retained their seat on the Local Revenue Sharing Board as the Third Most Eligible Unit in January. Roger Zielinski is the City's representative on the Board.

2018 Cycle I

Police – Evidence Locker System \$7,555.00, awarded.

Fire – FEMA Grant Match \$11,466.00, awarded.

2018 Cycle II

Police – Public Safety Taser Purchase \$11,621.00, awarded.

Fire – Slide In Skid Unit for Utility Vehicle \$5,355.96, awarded.

The City has received approximately \$1,286,000 from the Local Revenue Sharing Board since 2000. **SG#4**

2. Fire Department applied for FEMA grant application. One-half of the match amount is paid to the grant writer. The Fire Department received \$104,500 to purchase safety equipment including two heart monitors and hydraulic rescue tools from the U.S. Department of Homeland Security's Assistance to Firefighters grants. **SG#4**
3. Michigan Office of Highway Safety Planning approved \$4,991 in federal funds for Manistee County underage drinking enforcement. **SG#4**
4. Signed a Memorandum of Understanding to participate in the Project Rising Tide Program to provide at risk communities with the tools needed to design and build a successful economic framework. It supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth.

Kick-off event held August 10, Governor Snyder was in attendance. Steering Committee selected and held their first meeting on October 2. CEDAM providing one-year fellowship opportunity at no cost to the City. Interviews conducted in October and November. Lisette Reyes started her position on December 10, 2018. **SG#1,5**

5. Approved a one-year contract with Coldwell Banker A.L.M. for the sale of surplus properties. Proceeds to be used for street improvements. SG#4
6. Approved a one-year contract with Coldwell Banker Commercial Premier for the sale of City-owned industrial properties. SG#4
7. Internal sale of City-owned surplus properties netted \$6,712.18 and \$107,000. Proceeds used for street improvements. SG#2,4
8. Approved a land use and management agreement with River Parc and North Channel Investors to construct and maintain moorings along the constructed seawall.
9. Completed two pre-applications to the Community Foundation for tennis court replacement and grant match for Waterways application for marina dock repairs. Invited to submit full applications in July. Applications were not awarded.
10. The State Historic Preservation Office (SHPO), Certified Local Government program established the Historic District Study Committee in 2017 working with consultant Jessica Flores on an in-depth review of the district. Report submitted to Council in August and discussed the process to redistrict or leave as is. Council voted to maintain the HDC boundaries as is. SG#5
11. Continued economic development discussions with the Downtown Development Authority and the Manistee Area Chamber of Commerce. SG#1
12. Ramsdell Regional Center for the Arts received \$5,000 Community Foundation Limitless Fund grant to replace fifteen year old sound board at the Ramsdell Theatre. SG#4
13. Applied to 2018 FEMA Assistance to Firefighters Grant program for the purchase of a new 107 foot aerial fire truck. Truck purchase is estimated at \$950,000. Discussing cost sharing with Manistee and Filer Townships. SG#4,5
14. Approved the concept for the extension of infrastructure for The Dunes at Lake Michigan development by Ryan Kieszkowski in Manistee Township; conditioned on developer meeting infrastructure standards.

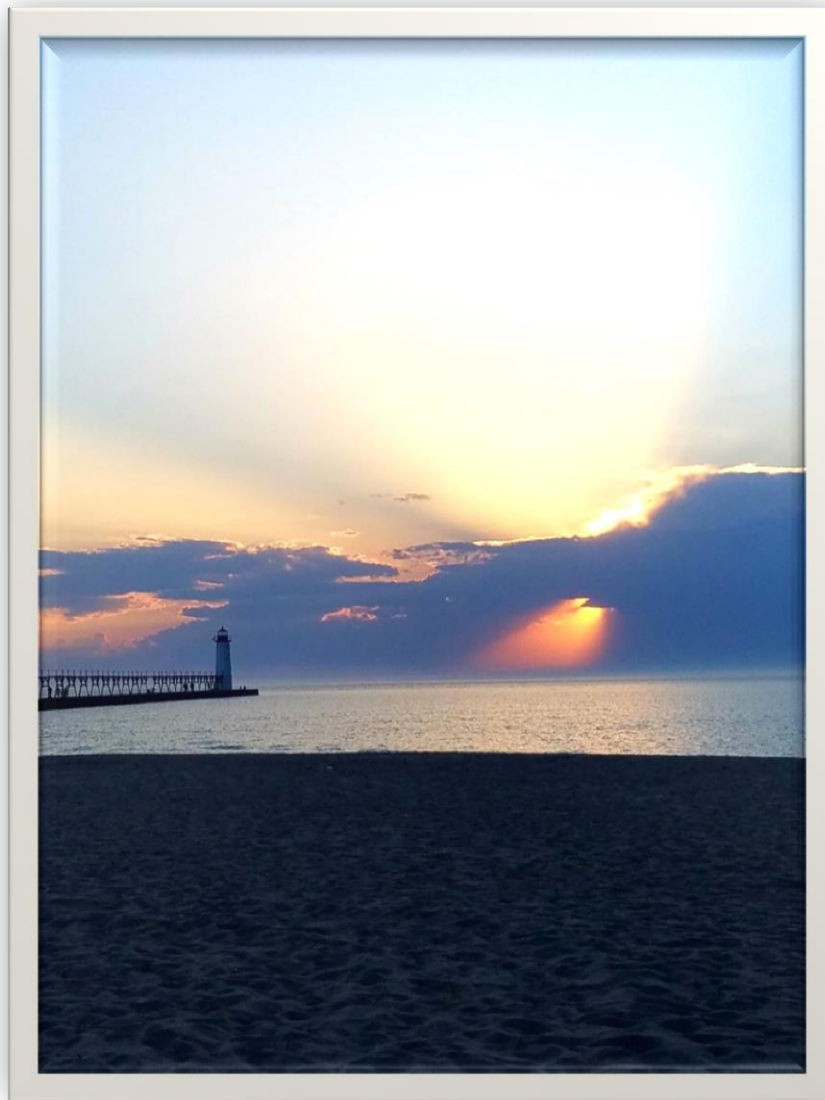
15. Donated wooden lighthouse structure to Chamber's Festival of Trees.
16. Readers Digest published a list of the top 12 Old-Fashioned Christmas Towns – Manistee made the list!

Special Use Permits:

- None

Street / Alley Vacation Requests:

- None



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OPERATIONS

1. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
2. Blight Enforcement – Police department provided regular updates to the Manager and City Council on actions to address blight complaints.
3. In the first six months of the new Employee Assistance Program (EAP) experienced 7.27% usage by employees; the use rate for one year was 16%. Successful first year with a minimal cost of \$1,500 per year.
4. Completed eighteenth year of beach sampling program. City financially responsible for all samples. DPW reached an agreement with the County Health Department for the City to undertake the local beach monitoring program. City can do the program more economically and avoids higher charges from the Health Department. SG#3, #5
5. Advanced Life Support / Transport continues to be a well-received program and has generated revenues exceeding one million dollars, minus the expenditures that are incurred by the Fire Department to provide this service. Council took action to increase the Accumed Group billing rates and eliminated the soft billing of city residents after insurance payments. SG#4
6. Intergovernmental cooperation with Road Commission / MDOT on equipment, street sweeping, sewer cleaning, and guard rail repairs. SG#5
7. Continued regular financial and investment updates to City Council. SG#4
8. An unannounced MIOSHA Safety Inspection was conducted at the DPW in March. After several hours of inspection, only one violation of note and repair was made; no action by MIOSHA.
9. Approved a policy to cover the collection and disbursement of denied PRE exemptions to be compliant with law and AMAR guidelines. Assessor completed the AMAR review.

10. Changed Agent of Record for medical, dental, vision, life and disability benefits to Michigan Planners. Cost savings on services and insurance policies. SG#4
11. FOIA requests continue to occupy increasing amounts of staff time. City Attorney prepared forms to assist staff in responding in a timely and legally correct manner.
12. Published the annual State of the Streets report in January. SG#2
13. Public Safety Director initiated monthly law enforcement meetings for efficient inter-departmental communications. SG#5
14. City hosted county-wide fire chief's meeting in January. SG#5
15. City Hall light bulbs being replaced with LED.
16. Completed required lead and copper testing in early 2018. Areas with the likelihood of the highest percentile were tested: lead came in at 0.0 parts per million and copper came in at 0.05 parts per million; well below the standards.
17. Lt. Brian Gutowski of the Manistee County Sherriff's Department provided "CRASE" training to City employees.
18. Implemented safety committee for the DPW.
19. Implemented scrap metal recycling at the DPW. Saves multiple trips by City crews and checks are sent directly to the City by Padnos.
20. In April the DPW reported that salt consumption was down 50% and sand consumption was down 90% for winter maintenance. Achieved by staff education, purchase of adjustable salters, and new pre-wetting system. Backup salt was ordered, salt shed is now big enough to handle the supply. SG#4
21. The lab at the WWTP was certified for water testing. The seven monthly tests will now be done in house. Program should pay for itself in a couple of years. SG#4
22. City Hall boiler was replaced in May at the cost of \$28,800.
23. Eliminated the annual household hazardous waste collection program with Republic Services; duplication of County efforts. A

paint recycling event was held in May for City residents. No charge for residents, residential only, no commercial businesses. Recycled 784 cans of latex paint, 457 pounds of oil based paint.

24. Annual yard waste collection began April 18. Recycling center also has bins available for yard waste disposal and free composted topsoil.
25. Annual brush pickup began April 14 and ran through fall.
26. The City Assessor reviewed 20% of the real property in the City. Notifications were sent to the owners of the targeted properties. Twenty percent of the City will be reviewed each year. The end result is every property will be reviewed once every five years. SG#4
27. Annual spring and fall hydrant flushing programs completed.
28. City and County employees participated in a food drive for the Matthew 25.35 Food Pantry. Collectively employees donated 252 pounds of groceries to the pantry.
29. Municipal Marina – Experienced devastating storm/seiche event in April. Marina opened May 14 with only seven docks (14 slips) available that was equally split between seasonal and transient. Insurance coverage will be provided. Adjustor released \$100,000 to cover past and future engineering costs associated with damage assessment and development of bid specifications. The marina gas dock/kiosk was repaired in May.

Permits will be applied for in late 2018, with the repair project advertised for bids at the end of the year. Anticipates a spring construction project to be substantially completed in early May prior to opening in 2019.

Explored options to address the wet area adjacent to the Marina Facility. Sprinklers were turned off to this area and a downspout was added to eliminate added moisture in this area. City Engineer researched patio options for the Harbor Commission. Harbor Commission was authorized to solicit funds for construction but efforts were put on hold pending repairs from the seiche event.

Continued to promote rental of the Open Space at the Municipal Marina. Room rentals continue to slowly increase. SG#4



APRIL STORM – SEICHE EVENT

30. Light poles around the Fifth Avenue Beach tennis courts were removed due to safety concerns.
31. Continued Roadsoft and Paser updates in 2018. Worked on prioritized list following the Asset Management Plan guidelines. SG#2
32. Sold 350 yards of compost to Anthony's Landscaping for \$3,850. Provided two benefits – first reduced the size of the compost pile and allowed more room to continue composting and second provided a new small revenue stream. SG#4
33. Investigating local establishments for grease trap requirements. Businesses not in compliance will be monitored. Researching options available for the property owners.
34. Completed Act 51 map updates: Segment Additions: Olga, First, Cedar, Hadsall, Spruce, Reigle, Division, Second, Thirteenth, and Webster Court. Segment Deletions: Duffy, Hastings, First, Elm, Sweetnam, Seventeenth, Harvard Lane.
35. Five-year agreement with Custom Sheet Metal and Heating – HVAC Contractor of Record.
36. Five-year agreement with Personal Plumbing – Plumbing Contractor of Record.
37. Five-year agreement with Top Line Electric – Electrical Contractor of Record.
38. Five-year agreement with Top Line Electric – Automation Controls Contractor of Record.
39. Approved an access agreement to perform environmental investigation at the WWTP with Dow Chemical/Morton Salt.
40. Maple Street Bridge underwater inspection completed in October. Underwater (diver) inspections are required per federal law.
41. Completed annual tree removal program and related stump grinding.

42. Tree planting program: rejected \$18,000 bid and negotiated with the local contractor to cut the price in half. Replanted trees at Fifth Avenue Beach and 20 residential trees as requested. Contractor purchased compost from the City at \$13 a yard.
43. Continued the practice of changing water services and upgrading meters. SG#2
44. Bauer Sheet Metal & Fabricating, Inc. replaced the bar screen at the Oaks facility at a cost of \$8,445.
45. Instituted working holidays concept for the third Monday in January and the third Monday in February. Offices will be closed to the public but employees will report to work for department training, Laserfiche scanning, file system maintenance, and/or budget development.
46. Police Department participated in drug take back day on Saturday, October 27 – sponsored by Manistee Substance Education and Awareness Coalition.
47. Michigan Department of Environmental Quality tested the City's four water wells for PFAS. Results showed a non-detect for all four wells.
48. Technology Updates: new laptop for Council Chambers; system and network storage updates; replaced main controls in the Council Chambers, upgraded City Hall lobby cameras and other surveillance equipment; installed racks to better organize a couple of areas; updated E-Panic buttons; new routers for Fire Department and the Ramsdell; replaced beach WiFi antennas with new mesh technology; replaced PC in the planning & zoning office; purchased computer and scanner for Water Department; updated GIS software; installed cameras at River Street restrooms.

As part of the City's SAW grant five new iPads and Lucity, an asset management software, were purchased for continued asset management program. The City also purchased survey grade GPS equipment through the City's drinking water grant. SG#2

49. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at www.manisteeemi.gov. While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too.

Equipment Purchases:

- Polaris Utility Vehicle - \$25,409.12
- 2018 Ford Police Interceptor - \$47,401
- 2018 Vactor Sewer Vacuum / Jet Rodder - \$403,653
- 2018 Tandem Axle Snow Plow / Haul Truck Cab & Chassis - \$110,246
- Equipment for Snow Plow / Haul Truck - \$81,387
- F350 Pickup & Service Body - \$42,861
- 2018 WA-320 Wheel Loader - \$180,675
- ¾ Ton Ford Pickup with Regular Cab - \$30,728

Employee Hires / Retirements / Promotions:

- Michelle Wright retired 1/5/18
- Jim Polisky retired 1/5/18
- Heather Pefley promoted to City Clerk 1/5/18
- Angela Rabb hired as Deputy Treasurer/Finance Director 1/8/18
- Chris Jefferies left employment 2/13/18
- Tanner Liston hired as Welder/Assistant Mechanic 3/20/18
- Denise Blakeslee retired 8/31/18
- Jeff Pefley retired 9/23/18
- Gabe Walker left employment 12/7/18
- David Lacross hired as a firefighter 12/17/18

Training / Certifications:

- Heather Pefley maintained her Certified Michigan Municipal Clerk (CMMC) designation.
- Cindy Lokovich maintained her CAP, OM certification through IAAP.
- Cindy Lokovich attained IAAP's Member of Excellence designation for 2017-2018. Cindy has earned this designation every year since its inception in 2008.
- Mickey McCann graduated from his last year of the Michigan Public Service Institute.

- Kelly McColl trained as an election inspector to assist the Clerk during elections.
- James Riley passed his Level II Water Operator test.
- Tim Kozal appointed to Michigan Association of Chiefs of Police subcommittee on marihuana legislation.
- Ed Bradford maintained his Certified Public Finance Administrator and Certified Professional Treasurer designations.

People's Choice Awards:

- No awards in 2018



FAN PHOTO FROM BEVERLY WILKINS

DIRECTORY OF OFFICIALS - 2019

Mayor Roger Zielinski
Mayor Pro-Tem Lynda Beaton
Councilmember Dale Cooper
Councilmember Robert Goodspeed
Councilmember Michael Szymanski
Councilmember Jim Grabowski
Councilmember Erin Martin Pontiac

City Manager Thad N. Taylor

DIRECTORY OF OFFICIALS - 2018

Mayor James Smith
Mayor Pro-Tem Roger Zielinski
Councilmember Dale Cooper
Councilmember Lynda Beaton
Councilmember Robert Goodspeed
Councilmember Jim Grabowski
Councilmember Erin Pontiac

City Manager Thad N. Taylor